

## **Project Report Guidelines for Final Year students (45 days)**

**Objective:** The objective of the project is to help the student develop ability to apply multi disciplinary concepts, tools and techniques to solve organizational problems.

**Part -A** Internship report shall be submitted in student's own handwriting on HRM Practices.

**Part -B** Dissertation on a specific topic shall be neatly typed/printed and submitted in a book form.

- The **Project Proposal** for Part B, Synopsis of the project should be prepared in consultation with the guide and send to the Course Coordinator, MHRM Programme . The synopsis should clearly state the significance of the study, objectives, methodology, statistical techniques to be used, limitations if any and future directions for further research, etc.
- Eligible project guide may be taken from any one of the following:
  - (i) Faculty of Department of MHRM and MBA with HR Specialization of University Campus and affiliated colleges.
  - (i) Teaching faculties of MHRM & MBA with HR specialization of any other University recognized by Andhra University
  - (ii) Senior Executives holding Master's Degree in Management with a minimum of 10 years of experience.
- Students are advised to send their project proposal (synopsis) and Bio-data of Guide (in case of I,ii &iii )which must be duly signed by guide.
- Communication of approval/non approval of the project proposal will be sent to the candidate within 15 days of the receipt of the proposal.
- Communication of non-approval of the proposal will be accompanied by comments/suggestions for reformulating the project. The revised project proposal should be submitted in the new proforma. A copy of rejected synopsis and project proposal proforma wherein the comments or suggestions of the evaluator are given should also be submitted.

The Dissertation report should consists of

- (a) Significance of the study
- (b) Objectives
- (c) Sampling and methodology
- (d) Statistical techniques used
- (e) Limitations if any, and
- (f) Guidelines for future research

The length of the report shall be in between 80 to 100 double spaced typed A4 size pages (one side executive bond paper).

Student should ensure the Dissertation Report contains following in original:

- (a) Approved Project Proposal Proforma,
- (b) Approved Synopsis along with the Bio-data of the Guide,
- (c) Certificate from Organization
- (d) An originality certificate duly signed by the Project Guide,
- (e) An originality certificate duly signed by the Student

Part A (HRM Practices) and Part B (Dissertation) separately submit to the Course Co-ordinator before the due date as communicated in the Academic Calendar. One copy of the report is to be retained with the student and produce at the time of Viva-Voce Exam.

**Note:** For complete details read Learner Hand Book, MHRM Programme, School of Distance Education, Andhra University.

## **Field work guidelines for First Year students**

The objective of the project is to help the student to develop ability to apply multi disciplinary concepts, tools and techniques to solve organizational problems.

**Part A** Observation visits to manufacturing industries and Govt. Agencies. Attendance is compulsory for observation visits. The primary objective of observation visit is to familiarize the student with the general aspects of industry and work environment through direct observation and discussion with management personnel. Observation visits schedule communicated later.

**Part B** Concurrent Field Work (Placement in industry for 21 days on HRM Practices)

The student shall familiarize in HRM aspects of the field work organization. He/She should avail any opportunity of learning by participating in the Personnel/Human Resource Management Department activities.

Part A & B separately submit in student's **own handwriting** to the Course Coordinator before due date as communicated in the Academic Calendar.

Note: For complete details read Learner Hand Book, MHRM Programme, School of Distance Education, Andhra University.

**ANDHRA UNIVERSITY**  
**SCHOOL OF DISTANCE EDUCATION**

**MASTER OF HUMAN RESOURCE MANAGEMENT**

**PROFORMA FOR PROJECT PROPOSAL FOR FINAL YEAR STUDENTS**

**Student Details**

ID/Reg.No :  
Name and Address of the Student :  
Telephone No/Mobile No. :  
Title of the Project study (Topic) :  
Subject Area : HRM/HRD/IR/Welfare/OB/Information systems/  
any other (Specify)

**Project Guide Details**

Name :  
Designation :  
Official Address :  
Mobile/Telephone No. :  
Experience (in years) : Teaching \_\_\_\_\_ Executive \_\_\_\_\_  
No. of students working under the guide for Project Report:

Signature of student  
Date:

Signature of Project Guide  
Date:

Note: Enclose the synopsis of the project and bio-data of the guide.

(FOR OFFICE USE ONLY)

Synopsis	Supervisor
Approved	Approved
Not Approved	Not Approved